

## QUALIFICATION STANDARDS OPERATING MANUAL

### Group Coverage Qualification Standard for Technical and Medical Support Positions

#### OCCUPATIONAL COVERAGE

A list of the occupational series covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements in Section IV-B of this Manual. Refer to Section V for information about occupations with test requirements.

GS-019 Safety Technician*	GS-651 Respiratory Therapist*
GS-021 Community Planning Technician	GS-661 Pharmacy Technician*
GS-090 Guide*	GS-681 Dental Assistant*
GS-102 Social Science Aid and Technician	GS-683 Dental Laboratory Aid and Technician*
GS-119 Economics Assistant*	GS-698 Environmental Health Technician*
GS-181 Psychology Aid and Technician*	GS-704 Animal Health Technician*
GS-186 Social Services Aid and Assistant*	GS-802 Engineering Technician*
GS-189 Recreation Aid and Assistant*	GS-809 Construction Control*
GS-404 Biological Science Technician*	GS-817 Surveying Technician*
GS-421 Plant Protection Technician*	GS-818 Engineering Drafting*
GS-455 Range Technician*	GS-856 Electronics Technician*
GS-458 Soil Conservation Technician*	GS-895 Industrial Engineering Technician*
GS-459 Irrigation System Operation*	GS-1021 Office Drafting*
GS-462 Forestry Technician*	GS-1202 Patent Technician
GS-621 Nursing Assistant*	GS-1311 Physical Science Technician*
GS-622 Medical Supply Aide and Technician*	GS-1316 Hydrologic Technician*
GS-625 Autopsy Assistant*	GS-1341 Meteorological Technician*
GS-636 Rehabilitation Therapy Assistant*	GS-1371 Cartographic Technician*
GS-640 Health Aid and Technician*	GS-1374 Geodetic Technician*
GS-642 Nuclear Medicine Technician*	GS-1521 Mathematics Technician*
GS-645 Medical Technician*	GS-1541 Cryptanalysis*
GS-646 Pathology Technician*	GS-1862 Consumer Safety Inspection*
GS-647 Diagnostic Radiologic Technologist*	GS-1898 Admeasurement*
GS-648 Therapeutic Radiologic Technologist*	GS-1981 Agricultural Commodity Aid*
GS-649 Medical Instrument Technician*	GS-2144 Cargo Scheduling*

U.S. OFFICE OF PERSONNEL MANAGEMENT

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Technical and Medical Support Positions**

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### Group Coverage Qualification Standard for Technical and Medical Support Positions

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval technical or medical support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. For most occupations, Section IV-B of this Manual contains individual occupational requirements that are to be used in conjunction with this standard. Section V identifies the occupations that have written test requirements.

A list of the occupational series covered by this standard is provided on page IV-A-7. This standard may also be used for one-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

#### EXPERIENCE AND EDUCATION REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EXPERIENCE OR EDUCATION		
	GENERAL	SPECIALIZED	
<b>GS-1</b>	None	None	None
<b>GS-2</b>	3 months	None	High school graduation or equivalent
<b>GS-3</b>	6 months	None	1 year above high school with course(s) related to the occupation, if required
<b>GS-4</b>	6 months	6 months	2 years above high school with courses related to the occupation, if required
<b>GS-5</b>	None	1 year equivalent to at least GS-4	4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required
<b>GS-6 and above</b>	None	1 year equivalent to at least next lower grade level	See the NOTE under the Education section

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to **E.3.(o)** in the "General Policies and Instructions" (Section II of this Manual) for guidance on crediting experience for positions with different lines of progression.

*General Experience:* (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

*Specialized Experience:* Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

*Education:* High school graduation or the equivalent is qualifying for GS-2.

Successfully completed post-high school education is qualifying for grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

For some occupations covered by this standard, 6 semester hours of specific courses are included in the 1 year of education that meets the GS-3 requirements. The 6 semester hours allow for subjects that are common to a broad range of degree programs, e.g., subjects in the mathematical, physical, or biological sciences. This inclusion corresponds to the second part

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of the description of general experience, i.e., the subjects provide evidence of a familiarity with the subject matter or processes of the broad subject area of the occupation. At grades GS-4 and above, a portion of the education is usually directly related to the work of the position to be filled. Examples of related courses are provided in the individual occupational requirements where applicable. However, agencies may require other courses if they are considered to be more related to the position to be filled.

**NOTE:** Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7. Two full years of graduate education or a master's degree meets the requirements for GS-9. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

*Training:* Completion of appropriate training such as inservice training programs, training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS-5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Completion of an intensive, specialized course of study of less than 1 year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of *at least* 3 months duration. Such courses may have been obtained through a variety of programs such as those offered by technical schools and military training programs. To be creditable, such a course must have been designed specifically as career preparation for the work of the position being filled, and must have

provided the applicant with the necessary knowledge, skills, and abilities to do the work.

*Combining Experience and Education:* Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combinations described below are those most typical for these positions, i.e., for grades GS-3 through GS-5. If education is used to meet specialized experience requirements, then such education must include courses directly related to the work of the position. (When crediting education, prorate the number of hours of related courses required as a proportion of the total education to be used.)

- **For GS-3** level positions, determine the applicant's total qualifying experience as a percentage of the 6 months' experience required for GS-3; then determine the applicant's education as a percentage of the 1 year of education that meets the requirements for GS-3. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-3.
- **For GS-4** level positions, determine the applicant's total qualifying experience as a percentage of the 1 year of experience required for GS-4; then determine the applicant's education as a percentage of the 2 years of education that meets the requirements for GS-4. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-4.
- **For GS-5** level positions, only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, *beyond the second year* is equivalent to 1 year of specialized experience. Determine the applicant's total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level. Then determine the applicant's education as a percentage of the education that meets the requirements for GS-5. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-5.

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The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

- The position to be filled is a Pharmacy Aid, GS-3. An applicant has 2 months of experience and 20 semester hours of college. The applicant meets 33 percent of the required experience and 67 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Industrial Engineering Technician, GS-4. An applicant has 5 months of general experience and 36 semester hours of college. The applicant meets 42 percent of the required experience and 60 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position. (This example assumes that education is being used to meet the specialized experience requirements, and that at least 7 of the 36 semester hours are in courses directly related to the work of the position.) Examples of such courses are provided in the individual occupational requirements for the Industrial Engineering Technician Series, GS-895, in Section IV-B.
- The position to be filled is a Recreation Assistant, GS-5. An applicant has 8 months of GS-4 level specialized experience and 80 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in excess of the first 60 semester hours). The applicant meets 100 percent of the total requirements and is qualified for the position. At least 8 of the 20 semester hours

must be directly related to the work of the position. Examples of such courses are provided in the individual occupational requirements for the Recreation Aid and Assistant Series, GS-189, in Section IV-B.

**USING SELECTIVE FACTORS FOR POSITIONS  
COVERED BY THIS STANDARD**

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. For example, a requirement for knowledge of microbiological laboratory techniques may be needed immediately to perform the duties of a Biological Technician position in a disease research laboratory. If that is the case, such knowledge could be justified as a selective factor in filling the position.

**USING INDIVIDUAL OCCUPATIONAL  
REQUIREMENTS WITH THIS STANDARD**

General experience requirements at the GS-2 and GS-3 levels are described in the group coverage standard so that the applicant pool at those "trainee" levels will be as generally inclusive as possible. Thus, examples of qualifying general experience are not included in the "Individual Occupational Requirements" for positions covered by this qualification standard.

Positions at GS-4 and above require specialized experience, education, or training related to the occupation. Examples of qualifying specialized experience are provided for those occupations where such information is currently available. Examples of qualifying post-high school education or training are also provided.

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